

ETHICS

SEMA, DFBS & PSTI expect you to know and follow the state ethics rules and laws. This section is an outline of a few of the situations that frequently occur within SEMA, DFBS & PSTI. Please refer to the ethics handbook for complete guidance. There may be many situations that arise which do not neatly fit within the specific statutory provisions. In those instances, you must use good judgement to determine what is appropriate. You also must determine when you should seek further guidance on an ethically challenging situation. You should contact your supervisor, the SEMA, DFBS & PSTI Ethics Coordinator, or the State Ethics Commission for such guidance.

General Policy

SEMA, DFBS & PSTI employees may not engage in conduct that is a violation of the state ethics laws and/or rules. Public office is a public trust. Government is based on the consent of its citizens. Citizens are entitled to have complete confidence in the integrity of their government. You should strive for the following goals:

- to carry out your duties impartially;
- to make decisions and policies within the proper channels of state government;
- to not use your public office for private gain;
- to insure your actions maintain public confidence in the integrity of the government; and
- to not perform and/or engage in activities that have the potential to become a conflict of interest.

The state ethics rules and laws apply not only to your official actions but also to your personal activities that relate to your official duties.

Use of State Property and Work Time

Employees are not permitted to use state materials, funds, property, personnel, facilities and/or equipment for any purpose other than for their official state duties unless prior approval is given by the SEMA, DFBS & PSTI Ethics Coordinator. These exceptions will be decided on a case-by-case basis. A major factor in this type of decision will be whether the activity has a direct benefit to SEMA, DFBS or PSTI.

Further, state employees are not permitted to work on state time for personal financial gain. You may not engage in or direct other state employees to engage in work that is not related to the employee's assigned official duties during work hours unless prior approval is obtained from the SEMA, DFBS & PSTI Ethics Coordinator. Approval will be granted on a case-by-case basis considering the benefit to SEMA, DFBS & PSTI and the benefit to your health, education, and safety. If you have questions about this, please contact the SEMA, DFBS & PSTI Ethics Coordinator.

You must submit all exception requests to the SEMA, DFBS & PSTI Ethics Coordinator. You will receive approval or denial of an exception request within five (5) working days. Please note that this policy includes the prohibition of selling items unrelated to your official duties (e.g. fundraising candy and cookies) on state time. The Ethics Coordinator may allow an employee to post a notice of such fundraising activities on SEMA, DFBS &

PSTI bulletin boards, however, you must get prior approval. Also, any delivery for these products must be performed during lunch hours, breaks or before or after your scheduled work hours.